

# Awards Procedure

## Section 1 - Purpose and Scope

(1) This Procedure supplements the [Awards Policy](#) and applies to all students and graduates at The University of Queensland.

## Section 2 - Process and Key Controls

(2) All processes related to the conferral, surrender and revocation of an award will be managed in accordance with the principles of procedural fairness and transparency.

(3) All decision-makers will act impartially and without bias.

## Section 3 - Key Requirements

### Out-of-session Conferrals: Exceptional Circumstances

(4) For the purposes of clause 7(a)(ii) of the [Awards Policy](#), the Academic Registrar will consider there to be exceptional circumstances warranting an out-of-session conferral of award where:

- a. an award is required for employment or university admission purposes; or
- b. there has been an administrative error; and
- c. the student would be disadvantaged should the conferral of award be delayed to the next graduation period.

(5) Faculties may submit a written request to the Academic Registrar for an out-of-session conferral.

(6) Where the requirements in clause 7(a)(i) are met, the Academic Registrar will seek approval for the out-of-session conferral from the appropriate delegate.

### Posthumous Awards

(7) For the purposes of clause 14 of the [Awards Policy](#), where a student has not completed all requirements for the relevant program of study, an Executive Dean or the Dean of the Graduate School may apply for a posthumous conferral of an award by using the [Posthumous Award Recommendation Form](#), as specified by the Academic Registrar.

(8) The Executive Dean or Dean, Graduate School must send the completed Posthumous Award Recommendation Form to the Academic Registrar.

(9) Where the requirements in clause 14 of the [Awards Policy](#) for a posthumous award are met, the Academic Registrar will seek approval for the posthumous conferral from Senate or the appropriate delegate.

### Surrendering an Award

## Notice of Intention to Surrender an Award

(10) A graduate may surrender an award by giving the Academic Registrar:

- a. written notice signed by the graduate that states that they have decided to surrender the award (a surrender notice);
- b. the testamur in the possession or under the control of the graduate surrendering the award; and
- c. in cases where a testamur is not in the possession or under the control of the graduate surrendering the award, evidence that satisfies the Academic Registrar that the document has been lost, defaced or destroyed.

## When Surrender Takes Effect

(11) Where a graduate surrenders an award, the rights of the graduate in relation to the award cease on the day the Academic Registrar records receipt of the graduate's surrender notice.

## Outcomes of Surrender

(12) The Academic Registrar must take the appropriate action to amend all official records to reflect the surrender of the award.

## Revoking an Award

(13) Clauses 14 to 31 (inclusive) do not apply where a penalty of revocation of an award is made under the [Student Integrity and Misconduct Policy](#).

## Revocation Initiated by the University

(14) The Executive Dean or Dean, Graduate School may initiate the revocation of an award by submitting a written request and supporting documentation to the Academic Registrar for endorsement.

(15) If endorsement is provided, the Academic Registrar will submit the request to the appropriate delegate for a decision on revocation.

(16) Before deciding to revoke an award, the appropriate delegate must give the graduate:

- a. written notice informing the graduate of their intention to consider revoking the award;
- b. a copy of all relevant documents, or a reasonable opportunity to inspect those documents, constituting the substantive material on which a decision to revoke the award would be made; and
- c. a copy of the [Awards Policy](#) and this Procedure.

(17) All reasonable steps will be taken by the University to verify that the notice has been received by the graduate.

(18) The notice must state:

- a. that Senate has delegated its power to revoke an award to the appropriate delegate;
- b. the grounds for revocation under clause 21 of the [Awards Policy](#); and
- c. that, within 14 calendar days after the date of the written notice of intention to revoke the award, the graduate is invited to provide the appropriate delegate with a written statement:
  - i. assenting to revocation of the award; or
  - ii. objecting to the revocation of the award, stating the reasons for the objection; and
  - iii. providing supporting documentation, or other evidence that supports the reasons for their objection;
- d. that the graduate may make oral submissions, either in person or by teleconferencing, to the appropriate

delegate about reasons why the award should not be revoked;

- e. that the graduate may make the oral submissions at a mutually agreed date and time or, failing agreement, at a date and time appointed by the appropriate delegate; and
- f. that the graduate may be accompanied by a support person who is not a lawyer.

(19) The 14-day period specified in clause 18(c) above may be extended by the appropriate delegate for a further reasonable period, where the graduate reasonably requires additional time to prepare their response or to obtain supporting documentation.

### **Revocation Consented to by the Graduate**

(20) A graduate who is not entitled to an award may consent to the revocation of the award.

(21) The Executive Dean or Dean, Graduate School should obtain a written statement from the graduate confirming they have cause to believe that, when the award was conferred, they were not entitled to the award.

(22) The written statement from the graduate should be submitted to the Academic Registrar for endorsement.

(23) If endorsement is provided, the Academic Registrar will submit the request to the appropriate delegate for a decision on revocation.

### **Decision to Revoke an Award**

(24) Before making a decision to revoke an award, the appropriate delegate must consider all submissions and any supporting documentation provided by the graduate.

(25) The appropriate delegate may request advice from the Executive Deans or Dean, Graduate School before making a decision.

(26) The appropriate delegate will make a decision whether or not to revoke the award.

(27) As soon as practicable after making the decision, the appropriate delegate must provide the person with a written notice of the decision.

(28) The notice of decision must state:

- a. the decision;
- b. the reasons for the decision; and
- c. that the graduate may apply to the Student Academic Administrative Appeals Committee (SAAAC) for a review of the decision within 28 calendar days from the date of the notice of decision.

(29) If the appropriate delegate decides to revoke an award, they must report the revocation to the next meeting of Senate.

### **Review of a Decision to Revoke an Award**

(30) A former graduate may apply to the SAAAC, in accordance with the [Academic Administrative Appeals by Students Procedure](#), for a review of a decision made by the appropriate delegate under clauses 24-29 to revoke an award.

### **When Revocation Takes Effect**

(31) Where the appropriate delegate decides to revoke an award, the revocation does not take effect until:

- a. 28 calendar days after the graduate is given notice of the decision to revoke the award, if no application for

review of the appropriate delegate's decision has been lodged; or

- b. where an application for review has been made under clause 30, the day the review committee affirms the decision to revoke the award.

### Outcomes of Revocation

(32) If the appropriate delegate revokes an award, the former graduate must deliver or give to the Academic Registrar:

- a. the testamur in the possession or under the control of the former graduate; or
- b. where a testamur is not in the possession or under the control of the former graduate, evidence that satisfies the Academic Registrar that the document has been lost, defaced or destroyed.

(33) The Academic Registrar must take the appropriate action to amend official records to reflect the revocation of an award.

## Section 4 - Conferral of a Concurrent Undergraduate Diploma

(34) A student enrolled in an undergraduate diploma concurrently with another undergraduate program may:

- a. not graduate with the undergraduate diploma until the student has completed the requirements of the undergraduate program; and
- b. graduate with the undergraduate bachelor award before completing the requirements of the undergraduate diploma.

## Section 5 - Early Exit in a Suite of Postgraduate Coursework Programs

(35) If the Executive Dean agrees, a student enrolled in one of a suite of programs may withdraw and be granted the highest award for which the student has satisfied the requirements.

## Section 6 - Roles, Responsibilities and Accountabilities

Position	Responsibility
Appropriate delegate	The appropriate delegate must exercise their powers as delegated to them by Senate in accordance with the Delegation to Confer Awards under the Act.
Academic Registrar	The Academic Registrar is responsible for: 1. establishing the process for recommending the posthumous conferral of an award; 2. determining exceptional circumstances for out-of-session conferrals; and 3. amending official records to reflect the surrender and revocation of an award.
Dean, Graduate School	The Dean, Graduate School is responsible for: 1. instantiating requests for a posthumous conferral of award in respect of deceased students with enrolment in higher degree by research programs; 2. instantiating and submitting requests for revocation of award; and 3. providing advice to Senate or the appropriate delegate, as required, on posthumous awards or revocation of award.

Position	Responsibility
Executive Deans	The Executive Dean is responsible for: 1. instantiating requests for a posthumous conferral of award in respect of deceased students with enrolment in undergraduate and postgraduate coursework programs; 2. instantiating and submitting requests for revocation of award; and 3. providing advice to Senate or the appropriate delegate, as required, on posthumous awards or revocation of award.
Faculties	Faculties are responsible for instantiating requests for an out-of-session conferral due on the basis of exceptional circumstances.
Student Academic Administrative Appeals Committee	The Student Academic Administrative Appeals Committee is responsible for considering requests initiated by a former graduate to review a decision to revoke an award.

## Section 7 - Monitoring, Review and Assurance

(36) This Procedure is monitored by the Academic Registrar and reviewed by the Academic Board through the Committee for Academic Programs Policy (CAPP).

## Section 8 - Recording and Reporting

(37) Records concerning applications and University decisions are filed in the student/graduate's record in the University's official records systems in accordance with the [Information Management Policy](#).

(38) The Chairperson of the SAAAC is responsible for retaining the records of proceedings in the relevant records management system.

## Section 9 - Definitions, Terms, Acronyms

Term	Definition
Academic Registrar	The Academic Registrar of the University.
Appropriate delegate	Means the Vice-Chancellor, Provost, or appropriately qualified member of Senate, but does not include the Chancellor or Deputy Chancellor for the purposes of revocation.
Executive Dean	The relevant Executive Dean of the faculty administering the program.
Graduate	A student who has satisfied the program completion requirements and whose award has been conferred.
Graduation period	Period approved by the University Senior Executive Team and scheduled in the Academic Calendar for the conferral of award at graduation ceremonies.
Lawyer	Means a person who holds a degree or formal training in law (e.g. LLB or JD or equivalent) and/or a person admitted or qualified to be an Australian lawyer.
Out-of-session conferral	The conferral of an award occurring outside of the graduation periods.
Program	A sequence of study leading to the award of a qualification.
Student	Refers to a person who is enrolled at The University of Queensland.
Suite of Programs	A multi-step progression of postgraduate programs offered under the same program title. Example: <ul style="list-style-type: none"> <li>• Graduate Certificate in Business Administration</li> <li>• Graduate Diploma in Business Administration</li> <li>• Master of Business Administration</li> </ul>

Term	Definition
Support person	Means a person accompanying a student at a hearing before a decision-maker.

## Status and Details

<b>Status</b>	Current
<b>Effective Date</b>	16th June 2022
<b>Review Date</b>	16th June 2027
<b>Approval Authority</b>	Deputy Vice-Chancellor (Academic)
<b>Approval Date</b>	16th June 2022
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<b>Policy Owner</b>	Kathryn Blyth Director, Academic Services Division and Academic Registrar
<b>Enquiries Contact</b>	Academic Services Division